

REQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 215
PAGE
NO. 1. ✓

1. Requesting Agency

PUBLIC SERVICE COMMISSION

2. Division or Bureau of Requesting Agency

ACCOUNTING DIVISION

3. Authorization Requested (Check only one of the squares below).

☒ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1. MONTHLY TAXICAB REPORTS

Size: 8½" x 11"
Dates: 1946-1952
Quantity: 6 cubic feet
Disposable Amount: 6 cubic feet

These reports were filed monthly by taxicab companies operating in Baltimore City. Initially, the report-filing requirement provided an incentive for taxi companies to install uniform systems of accounts prescribed by the Commission. The report shows operating revenues, operating expenses, depreciation, taxes and licenses, operating income, property and equipment values, and statistics (number of shifts, total miles operated, and total paid miles). The report-filing requirement was discontinued in 1952.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Alfred J. Davis
Signature

Executive Secretary

October 30, 1957

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/1/57
Date

Morris S. Radloff
Archivist

Date

McLuskey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 2PAGE
NO. 2.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

2. BALTIMORE TRANSIT COMPANY FILE

Size: 8½" x 11"

Dates: 1929 - -

Quantity: Office, 4 drawers (7 cubic feet)
Basement, 6½ cubic feet
(Total 13.5 cubic feet)

File Arrangement: Alphabetical by subject

Annual Accumulation: Less than 1 cubic foot

Disposable Amount: 8 cubic feet (estimated)

This file is concerned with the regulation, investigation, and general operations of the Baltimore Transit Company. A large part of the file is made up of correspondence received from or directed to the company. The remainder of the file contains various reports filed with the Commission, tariffs, schedules of operations, and worksheets resulting from Commission inspections or investigations.

Specifically, the correspondence with the Company is concerned with the planning and operation of various transit services (e.g. express and limited stops, shoppers' specials, baseball, football, and other special operations) and setting up schedules.

Summaries and worksheets which support active schedules include the following: summaries of traffic checks by BTC, summaries of trips and miles, and service observations by the Commission showing the passenger counts for various routes. The file also includes canceled schedules.

Any of the following types of reports may appear in the file or may have been part of this file before being discontinued:

a. Average Load Reports (1937-1949) - This is a daily report showing the number of buses, the total number of passengers carried, the average number of passengers carried, and the average seating capacity for each route over an 18-hour period. The majority of these reports were filed by the Baltimore Transit Company and the Capital Transit Company. In some instances, the load reports are accompanied by letters of transmittal which show monthly statistics on mileage travelled and passengers carried by streetcars, trackless trolleys, and buses. This report was discontinued in 1949 when the Commission began making its own traffic checks.

b. Revenue Miles and Passenger Data Reports (1928-1944)

c. Detention Reports (1939 --) - This is a daily report of delays in scheduled trips by steam and electric railways. Each report shows the car number, the run number, the destination, location, the beginning of the delay, the duration of the delay, and the cause of the delay.

APPROVED
HALL OF RECORDS COMMISSION